

EL PASO POLICE DEPARTMENT JOB ANNOUNCEMENT



CONTRACT POSITION

Title: Victim Services Response Team (VSRT) Case Manager

Compensation: \$12.50 per hour (renewable personal services contract with a benefit package)

Typical Duties: The duties of this position include, responding to crime scene and other critical incident sites, providing crisis intervention and stabilization to victims, assisting victims with Texas Crime Victim's Compensation application, assessing client needs and providing appropriate referrals, recording statistics for use in compiling program progress reports, assisting with shift meeting presentations to EPPD officers, Being on call-out status to augment volunteer force, make on-scene calls to assist victims of domestic violence, plan and schedule victim information sessions.

Minimum Qualifications: Applicants must have an Associate's Degree in Human Services or Criminal Justice and three (3) years experience in a social service setting. Preference will be given to applicants who completed an internship with a social or law enforcement agency as part of their coursework.

Knowledge, abilities and skills: A working knowledge of existing community resources is required, along with a good understanding of crisis reaction and victimology issues. Applicants should be computer literate, have a good driving record, proof of insurance, and be able to communicate clearly on a police radio. Heavy lifting is not required, but applicants need to be able to perform routine tasks without assistance. Knowledge of a second language is a plus for all applicants, but is not required.

All applicants will be asked to consent to a national, state, and local criminal background check.

Interested applicants must submit a **detailed resume including job functions** and salary history to:

Minnie Holguin
El Paso Police Department
Personnel Division
911 N. Raynor
El Paso, TX 79903
Fax: (915) 564-6959

E-mail: HolguinH@elpasotexas.gov

Resumes will not be accepted after 5:00 p.m., May 19, 2006